

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
*"Missouri public schools: the best choice... the best results!"*  
www.dese.mo.gov

**VACANCY NOTICE**

Vacancy Title: **DIRECTOR (Business Office Manager)**  
(12 month position available July 1, 2015.)

Job Order Number: 4080002

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$48,552 annually

Deadline: April 1, 2015 – until filled

**QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS**

(Other qualifications and experience which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the below.)

Bachelor's Degree in a business related curriculum from an accredited college or university.

Three years of experience in administration and fiscal management.

**PREREQUISITES FOR THE JOB**

Thorough knowledge of business and accounting procedures.

Knowledge of acceptance building standards for housing disabled students.

Knowledge of effective fiscal management of schools and ancillary operations.

Knowledge of state purchasing procedure.

Ability to supervise staff employees.

Ability to work under supervision as well as to assume supervisory responsibilities when required.

Must meet the required American Sign Language competency level of Novice.

## **EXAMPLES OF WORK PERFORMED**

(The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.)

Supervises purchase and maintenance of all equipment and supplies in accordance with needs and funds available.

Maintains inventory of equipment in accordance with established regulations.

Supervises Food Service Manager, Supply Manager, Custodial Supervisor, Human Resource Analysts, and Business Office staff.

Prepares the annual budget with direction from the Superintendent.

Advises on needs of maintenance of state-owned facilities and coordinates the implementation of this maintenance program with the Division of Design and Construction.

Supervises all contractual arrangements, including transportation and educational.

Under the direction of the Superintendent, carries out a variety of tasks related to personnel administration.

Assumes responsibility for the preparation of statistical/financial reports as required.

Supervises storage and distribution of supplies and equipment.

Assumes responsibility for the expeditious payment of all appropriate invoices.

Ability to establish and maintain effective and harmonious working relationships with students, staff and fellow workers.

Performs other duties as assigned by the Superintendent.

## **APPLICATION PROCEDURE**

Complete a DESE application online at

<http://dese.mo.gov/financial-admin-services/human-resources/application-process>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

**NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.**

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

## **BENEFITS**

**ANNUAL LEAVE:** Accrue approximately 10 hours per month for new school term employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

**SICK LEAVE:** Accrue approximately 10 hours per month. Prorated leave for part-time employees in eligible positions.

**HOLIDAYS:** 12 holidays per year.

**RETIREMENT:** Coverage provided through the Missouri State Employees Retirement System (MOSERS).

**LIFE INSURANCE:** Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

**OPTIONAL LIFE INSURANCE:** Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

**CAFETERIA PLAN:** Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

**HEALTH PLANS:** Employer-paid/subsidized plans available the first day of the following month after employment.

**DENTAL PLANS:** Delta Dental insurance coverage is available.

**VISION PLAN:** National Vision Administrators (NVA) plan is available.

**DEFERRED COMPENSATION:** A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

## **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at [hr@dese.mo.gov](mailto:hr@dese.mo.gov).

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

## **NOTICE OF NON-DISCRIMINATION**

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII

of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).